

	<b>Anti-Bullying Policy</b>	<b>People &amp; Culture</b>
	Version 1.2	7 pages
<b>Target audience:</b>	<ul style="list-style-type: none"> <li>This policy applies to our employees; meaning all people who are employed by RGF Staffing APEJ or its associated entities, and who are employed to do work directly for RGF Staffing APEJ and associated entities, our International businesses (including Executive and Non-Executive Directors), or the Company's clients.</li> </ul>	
<b>Contact person:</b>	Meredith Menzies, People & Culture	
<b>Policy owner:</b>	Mark Graham, People & Culture	
<b>Related Standards:</b>		<b>Related Guidance documents:</b>
<ul style="list-style-type: none"> <li>Code of Conduct</li> <li>Complaints &amp; Grievances Policy</li> <li>Discipline &amp; Misconduct Policy</li> </ul>		<ul style="list-style-type: none"> <li>Workplace Diversity Policy</li> </ul>
<b>Effective date:</b>	<b>Updated as per:</b>	<b>Modification:</b>
01-12-2013	11-04-2022	Format change to RGF branding, with minor consequent amendments
<b>Approved by:</b>		<b>Approved on:</b>
Chief People Officer and Chief Legal & Risk Officer		01-12-2013
<p><b>Group Policy compliance</b></p> <p>Primary responsibility for adherence to this Policy resides with the SBU Unit CEO. Local laws and regulations supersede this policy. Should this policy be found to be in contradiction with such regulations, it is the CEO's responsibility to immediately inform the General Counsel of this matter. This policy supersedes all local company policies. Should a local policy contradict this policy, it is the CEO's responsibility to align the local policy with this policy.</p>		

## 0. TABLE OF CONTENTS

1. <u>Bullying</u> .....	5
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## PURPOSE OF THE POLICY

*RGF Staffing APEJ (RGF) is committed to promoting a safe and respectful working environment for all RGF People. This is reflected in RGF's Code of Conduct Policy. Bullying has no place in RGF's workplaces. This applies equally whether you are working at a client site or working at a RGF site.*

*This policy sets out the expectations and responsibilities of all RGF People with regards to bullying in the workplace.*

## SCOPE OF THE POLICY

*This policy applies to all **RGF People**, meaning:*

*Employees who are employed to do work directly for RGF at RGF sites;*

*Employees who are employed to work directly for RGF's clients;*

- **independent contractors** (or representatives of independent contractors) who are engaged to provide services directly to RGF; and
- **volunteers or other site based people work** experience students and exchange workers work experience students, exchange workers and employees of our clients who work from RGF sites.

*This policy applies at all times when RGF People are interacting with and/or representing RGF. This means this policy applies:*

- *during work time;*
- *to work-related social functions;*
- *when you are interacting with clients, members of the public or suppliers,*
- *whilst on business related travel; and*
- *to other behaviour outside of work time which may have an adverse impact on RGF or the workplace (e.g., it could affect RGF's or a client's reputation, cause bad feelings or affect APbehaviour in the workplace).*

## COMPULSORY ITEMS

*This policy applies to all RGF APEJ employees*

## IV. GOLDEN RULES

- *RGF is committed to providing a safe work environment that is free from bullying*
- *At work, you can expect to be treated with dignity and respect and not be subjected to bullying*
- *Use this policy to understand what is considered bullying and what you should do if you see it occurring*

- *Use the Complaints & Grievances Policy to resolve any bullying issues*

## V. GLOSSARY

Official term	Explanation
Bullying	Repeated unreasonable behaviour directed towards another person creating a risk to that other person's health and safety

## 1. Bullying

### What is bullying?

Bullying is repeated unreasonable behaviour directed towards another person creating a risk to that other person's health and safety. However, single incidents can also create a risk to someone's health or safety and therefore should not be ignored.

- Words or actions can be bullying. It can be carried out verbally, physically or in writing (e.g., emails or text messages, or use of social media forums such as Facebook).
- It can occur at all levels in a workplace. It can be carried out downwards (from managers to employees), sideways (between co-workers) and upwards (from employees to managers).
- It can be directed at more than one person. It can be carried out by more than one person.

Bullying in the workplace can have serious impacts on a person's health and safety, and can result in, for example, absenteeism, reduced productivity and loss of experienced and skilled staff through resignation. Bullying can also have significant social and health costs for individual staff and can affect all people at all levels of an organisation.

### Examples of bullying

A variety of behaviours and acts may constitute bullying. These may include:

- putting new employees through "initiation rituals";
- verbal abuse, shouting, name calling, belittling or other forms of demeaning or intimidating language or communication;
- threatening to take unjustified action against a person unless he/she complies with unreasonable requests;
- deliberately placing unreasonable work demands on people, such as overloading them with work, setting unreasonable timeframes or assigning meaningless tasks which are unrelated to the person's role;
- deliberately isolating an employee by refusing to talk to / interact with them;
- spreading rumours or innuendo about a person;
- interfering with or sabotaging another person's personal property or work equipment;
- violence, threats of violence or intimidation.

### What is not bullying?

Reasonable management actions carried out in a fair way are not bullying. Such management actions may include:

- setting performance goals, standards, and deadlines;
- allocating work to a person;
- rostering and allocating work hours;

- transferring a person to a role or position;
- deciding not to select a person for a promotion;
- performance management processes;
- providing constructive feedback;
- informing a person about inappropriate behaviour

Conflict between you and your co-workers will not always be bullying. For example, the following would not be bullying:

- the fact that you do not “get on” with one or more of your co-workers at work;
- having a difference of opinion with one or more of your co-workers; or
- disagreeing with your co-workers about a particular matter.

### **What is Victimisation?**

Victimisation occurs when a person is subjected to some form of detriment because they made a complaint in good faith or were a witness to, or involved in the investigation of, a complaint of discrimination, harassment, or bullying.

Victimisation is unacceptable and is unlawful.

An example of victimisation could be an employee refusing to interact or co-operate with another person because that person had made a complaint of bullying.

### **Expectations and Responsibilities**

At work, you can expect to be treated with dignity and respect and not be subjected to bullying. You have an obligation to:

- read and understand this policy
- take all reasonably practicable steps to ensure that bullying does not occur in your RGF workplace
- not encourage or in any way condone breaches of this policy by others; and
- take appropriate steps to resolve or report any instance of bullying

Managers in the workplace along with your RGF consultant, if you are based at a client site, must;

- take all reasonably practicable steps to protect the health, safety and welfare of employees and other people in the workplace;
- model appropriate standards of behaviour;
- promote this policy within their team/workplace;
- monitor the workplace and ensure that acceptable standards of conduct are enforced; and
- take appropriate and prompt action in relation to suspected breaches of this policy.

### **What are the potential consequences of breach of this Policy?**

If an employee is found to have bullied another at work, it may result in one or more of the following actions:

- an apology (verbal or written, private or more public);
- informal counselling, mediation, or training;
- appropriate disciplinary action which may include a verbal or written warning, up to termination of employment (including summary dismissal); and
- for an independent contractor or representative of an independent contractor, ending of the contract or other appropriate action.

One or more of the above actions may also follow where:

- a person is found to have victimised, vilified or retaliated against a person who has made a complaint of discrimination, harassment, or bullying; or
- a person is found to have made a deliberately false or malicious complaint.

### **What should I do if I feel I have been bullied?**

Refer to the *Complaints & Grievances Policy*.

This Policy sets out steps you can take to resolve the issue which may include, asking the person to stop their behaviour, escalating the issue to your manager, or making a formal complaint.

RGF can provide you with access to an Employee Assistance Program (EAP) which offers confidential support from external counsellors. For more information about accessing EAP, contact:

- your direct manager or People & Culture; or
- your RGF consultant (if you are working on a client site)